

PASSPORT APPLICATIONS AT QUEBEC CITY

October 2005

Please do your reading before asking questions. Passport applications and procedures are too complex to be conveyed verbally and followed on the basis of jotted notes. Staff will gladly assist with any remaining issues.

Most passport applications by Americans in Canada are done via mail. Quebec City accepts applications from individuals who are required to apply in person.

Quebec City can provide additional visa pages to passports. Passport bearer must submit form DS-4085, *Application for Additional Visa Pages*. This service is free of charge when routine service is requested.

Effective September 26, 2005, as an additional fraud prevention measure, valid passports will no longer be amended. Instead, customers requesting name changes; extensions of validity for limited passports; or corrections of printing errors must apply for replacement passports. (see http://travel.state.gov/passport/get/correcting/correcting_2654.html)

Application for a US Passport By Mail

You may apply via mail using Form DS-82 if you meet **all** of the following criteria:

1. I can submit my most recent passport, **and**
2. I was at least 16 years old when my most recent passport was issued, **and**
3. I was issued my most recent passport in the last 15 years, **and**
4. I use the same name as on my most recent passport or since my passport was issued, or I have had my name changed by marriage or court order and can submit proper documentation to reflect my name-change.

Full instructions on how to apply by mail are attached to Form DS-82.

Form DS-82 is available at the Consulate, or is downloadable from <http://travel.state.gov/pdf/DS-0082.pdf>. Normal processing time is 4-6 weeks. Expedited Service is available: see http://travel.state.gov/passport/get/first/first_831.html

Application for a U.S. passport should be made in Quebec City only if you are required to apply in person.

Application for a US Passport in Person

You **must** apply in person using Form DS-11 if you meet **any** of the following criteria:

1. You have never had a U.S. passport, **or**
2. You are under age 16 [see infos on *Minors Under 14*, on reverse], **or**
3. If you were less than 16 years old when your previous passport was issued, **or**
4. Your most recent passport was issued more than 15 years ago, **or**
5. Your most recent passport was lost or stolen. (If you are applying because your most recent, valid passport was lost or stolen, you will also need to submit Form DS-64, available at the consulate.), **or**
6. If your name has changed since your last passport was issued and you do not have a legal document formally changing your name.

Do not sign the application until you take the oath administered by a passport acceptance agent.

Form DS-11 is available at the Consulate, or is downloadable from: <http://travel.state.gov/pdf/DS-0011.pdf>

Form DS-11 was recently revised, but older versions are still acceptable.

Quebec City accepts applications and will inform the applicant when the passport is ready, but the passport itself is made at the National Passport Center in New Hampshire. Turnaround time may lengthen during peak travel seasons. Applications are by Appointment only. When you have all your application materials prepared, call the Consulate at ☎ 418-692-2096, and follow the prompts for Passports.

FEES	DS-82	DS-11		If applying in person at Quebec City, fees may be paid in:
		Age 16 and older	Under Age 16	
Passport Fee	\$55 US	\$55 US	\$40 US	<ul style="list-style-type: none">• Cash: U.S. Dollars or Canadian Dollars• Visa, MasterCard, AmEx, Novis/Discovery or Diner• Certified bank check or money order, U.S. dollars only, made payable to: <i>U.S. Consulate General Quebec</i> <p>■ Personal checks are not accepted ■</p>
Security Surcharge	\$12 US	\$12 US	\$12 US	
Execution Fee		\$30 US	\$30 US	
Total	\$67US	\$97 US	\$82 US	

Passport Photographs

Your two photographs must be:

- Identical
- Taken within the past 6 months, showing current appearance
- Color
- Full face, front view with a plain white or off-white background.
- 2x2 inches in size
- Between 1 inch & 1 3/8 inches from the bottom of the chin to the top of the head
- Taken in normal street attire
- Uniforms should not be worn in photographs.
- Do not wear a hat or headgear that obscures the hair or hairline.
- If you normally wear eyeglasses, a hearing device, wig or similar articles, they should be worn for your picture.
- Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required.

Digitized photos must meet the same requirements of all passport photographs. Some printers of digitized photographs will produce a photograph in which the dots are seen, and visible dots distort the image by making it look grainy. These are not acceptable. Acceptable photos have a continuous tone image that looks very photo-like.

For fuller information, see the Passport Office's "Guide for Professional Photographers" at

http://travel.state.gov/passport/guide/guide_2081.html

Minors under Age 14

The applicant must appear in person to enhance the accurate identification of applicants and to aid in the prevention of international child abduction and substitution.

Both parents (or the child's legal guardian(s), must appear in person and present the following:

- Form DS-11
- Two Passport Photos
- The Applicable Fee
- A Social Security Number (If the minor does not have one, s/he will have to apply for one at the time of passport application.)
- Evidence of the child's US citizenship,
- Evidence of the child's relationship to parents/guardian(s),
- Parental identification

If one parent cannot appear one of the following must be submitted:

- Primary evidence of sole authority to apply, **or**
- - A written statement (made under penalty of perjury) from the absent parent explaining his/her unavailability, **and**
- - The absent parent's notarized written statement consenting to passport issuance for the child. The statement must indicate the non-appearing parent's unequivocal and unconditional consent to the issuance of the passport.

All consent statements, including those taken before foreign notaries, must be in English.

Detailed information on these requirements for Minors Under 14 is available at

http://travel.state.gov/passport/get/minors/minors_834.html

Expedited Service

Passport processing offices in the USA provide Expedited Service for renewals by mail by citizens resident in Canada. Information on Expedited Service is at http://travel.state.gov/passport/get/first/first_831.html

Persons who can document a legitimate, immediate travel need, and who cannot wait for normal passport processing, can apply in Montreal or Ottawa for a limited-validity passport that can be processed the same or following business day. Quebec City does not issue such passports. Applicants must apply in person, and will be expected to show evidence of their immediate travel need. The application, documentary requirements and fees are the same as a regular, full-validity passport. Limited-validity passports can later be exchanged at no additional cost for a regular, full-validity passport. Passport services are not available outside of normal business hours.

U.S. Consulate-General Montreal: ☎ 514-398-9695. U.S. Embassy Ottawa: ☎ 613-688-5335.

More detailed information on U.S. Passport applications can be found at the following websites:

http://travel.state.gov/passport/passport_1738.html

Department of State, Bureau of Consular Affairs, Office of Passport Services

<http://www.amcits.com/passport.asp>

American Citizen Information Services, a contractor for the U.S. Embassy in Canada. Alternatively, you may telephone them at : ☎ 1.900.451.2778. The 900 number is a fee service & you will be charged C\$2.25/per minute. These operators are not U.S. Government officials, but can answer questions.